

18 November 1975

MEMORANDUM FOR: Chief, Security Support Division
SUBJECT : External Activities Branch Surplus Records


1. The External Activities Branch has identified approximately fifty (50) folders (1 safe drawer) for possible destruction. These are Branch files and are not included in the Security Records System.

2. It will be necessary to examine the contents of each folder and determine which memoranda should be retained in the Branch, retired to the archives, or destroyed. No immediate problems are foreseen, however it would be helpful if some guidance could be obtained relative to the following questions:

- a. What type of paper by law or regulation must be retained? *Wow*
- b. Will it be necessary to inventory or list paper to be destroyed (assuming it is not Top Secret)?
- c. Will SRD accept for indexing and filing, paper which should be retained in Office rather than Branch custody?
- d. Has any criteria been established within the Office which would be applicable in carrying out the task?

3. Depending on whether any special considerations will be a determinant, normal processing of the fifty EAB files should be completed in two work days or less employing ~~one~~ staff members of this Branch.

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Chief, External Activities